Headquarters U.S. Air Force

Integrity - Service - Excellence

Proper Use of Non-DoD Contracts

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Proper Use of Non-DoD Contracts

- AF Procedures for the Proper Use of Non-DoD Contracts
  - Memo by SAF/AQ & SAF/FM Dec 04; Procedures effective 1 January 05
  - Addresses *direct* (AF CO issues order) and *assisted acquisitions* (AF MIPRs funds to non-DoD agency for contracting action and obligation)
  - Maximizes use of existing AF procedures, e.g. requirement for Services Designated Official (SDO) to approve any purchase request for services to be awarded by another agency
  - Provides framework for key aspects but allows flexibility for MAJCOMS and contracting offices to establish detailed procedures that work best for them
- Use Non-DoD contracts only when it makes good business sense and is in the best interests of the Air Force.

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- Key aspects of AF memo
  - → Mandates a team approach: Requirements, contracting, and financial personnel must work closely together and **engage early** when requirements are being defined
  - → Emphasis that **thorough market research** is critical to determine if DoD contracts exist *or* if new contracts should be awarded to meet AF needs
  - → Use non-DoD contracts when it makes good business sense (in AF's best interest) but **rationale must be documented**
  - → **Communication** with non-DoD Contracting Officer is essential, especially on scope determinations and with DoD ur / requirements

Proper Use of Non-DoD Contracts

- Training Resources
  - DPAP website on Proper Use of Non-DoD Contracts
    - http://www.acq.osd.mil/dpap/specificpolicy/index.htm
  - Market Research
    - See AFFARS Library Part 5310
  - New SAF/AQC Homepage
    - Special Interest Area
      - http://www.safaq.hq.af.mil/contracting/restricted/special/index.cfm
  - GSA Training Site (need to register)
    - http://fsstraining.gsa.gov (has courses on using GSA schedules and Government-wide Area Contracts)